

## Egress and Emergency Action Plans

**Egress and Emergency Action Plans are not just for fires. Egress and Emergency Action Plans are for:**

- Fires
- Severe Weather
- Medical Emergencies
- Chemical Release
- Bomb Threats

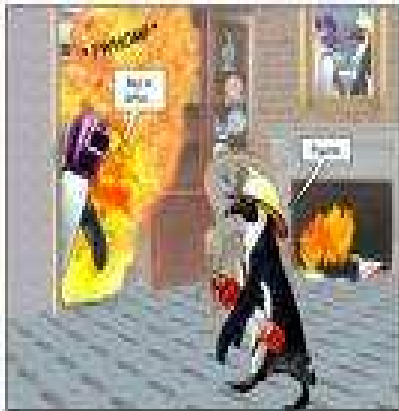
**By implementing compliant Egress (a means of getting out) and Emergency Action plans we can reduce the number of associated injuries and deaths**

The purpose of this training is because emergencies can result in chaos. In these situations, time and communications become critical. Clear avenues of escape and well-understood emergency action plans can reduce the casualties and deaths associated with these emergencies.

**The first part of the training will explain the:**

- Different components of an exit route
- The fundamental requirements of Egress
- The detailed elements of Egress

**Egress is a means of getting out - There are three parts of Egress:**



1. Exit Access
2. Exit
3. Exit Discharge



- Exit access is the portion of "means of Egress" that leads to an entrance or exit
- Exit is the portion separated by all other spaces by construction or equipment that provides a protected way of travel to the exit discharge
- Exit Discharge is the portion between the termination of an exit and a public way

### The Second Fundamental Requirement or Redundant Requirement

- The design of Exits and other safeguards shall be such that reliance for safety to live in case of a fire or other emergency will not depend solely on any single safeguard.
- There must be more than one means of exit in the event that one or more fail there will be another or redundant way to access to an exit

### Detailed Elements of Egress

#### 1. Clearly Identified

- Every Exit must be clearly visible and marked
- Access to Exits must be conspicuously and unmistakably identified
- Doorways or passageways that do not lead outside must be arranged or marked to minimize their possible confusion with real exits
- Doorways and passageways that do not lead outside must be arranged or marked to minimize their possible confusion with real exits

#### 2. Illuminated

- Adequate and reliable illumination shall be provided for all exit facilities: both exit access and exits
- Every required sign designating an exit or way of exit access must be readily visible
- No decorations, furnishings or equipment may impair visibility of an exit sign  
No other distraction displays or signs may be put near or in the line of vision to a required exit sign

#### 3. Unobstructed and Unblocked

- Free and unobstructed egress from all parts of the building at all times when it is occupied
- No lock or fastening to prevent free escape from inside of any building may be installed

## Exceptions Are:

**Mental institutions**

**Penal institutions**

**Corrective institutions**

## 4. Configuration

- When more than one exit is required for a story, at least two of them must be remote from each other.
- Doors leading to exits or exit access must be side-hinged and swinging
- Such doors must swing **WITH** Exit travel when the room is occupied by more than 50 persons or if the room is used for high hazard occupancy
- Exit access must not pass through a bathroom or other room subject to locking unless the exit is required to serve only the locked room

## 5. Exterior Considerations

- Access to an exit may be by means of any exterior balcony, porch, gallery or roof that conforms to the regulations
- These exterior ways of exit access must have smooth, solid, substantially level floors and guards on the unenclosed sides
- Areas subject to accumulations of snow or ice must be covered, unless they are the sole means of access and are regularly cleared of snow or ice.
- A permanent, unimpeded, reasonably straight path of travel must be maintained over the exterior way of exit access
- All exits must discharge directly to the street or a yard, court or other open space that give safe access to a public way
- Streets, yards, courts or other open spaces must be of adequate width and size to accommodate all persons leaving the building
- Stairs must be arranged to make clear the direction of egress to the street





## **Emergency Action Plans**

### **Triggers by alarms**

- An alarm is a trigger that sets an emergency action plan into motion
- Different signals are used for different situations
- Employers are required to establish an alarm system
- Employers must maintain and test alarms regularly

### **Emergency Action Plans (EAP)**

What are they?

- An Emergency Action Plan is a plan for a workplace describing procedures employer and employees must take to ensure employee safety from fire or other emergencies

### **Why does anyone need an "EAP?"**

#### **Emergencies occur in workplaces every day**

- Anticipating emergencies and planning the response can greatly lessen the extent of injuries and limit damage



## **Core Elements of EAP's - Minimum Requirements**

### **An emergency action plan must include at a minimum**

#### **1. Procedures for reporting a fire or other emergency**

- Telephone number to call or report any emergency
- Instructions to remain calm and state:
  - Location of emergency
  - Type and quantity of gas or chemical spill
  - Nature and extent of injuries
- Know the nearest manual fire alarm pull station

#### **2. Procedures for emergency evacuation**

- **Type of evacuation and exit route assignments**
  - Staying in place
  - Moving to the basement
  - Moving to a higher or lower floor
  - Moving to the roof
- Each structure and type of emergency will have its own associated type of evacuation and these must be listed in the emergency action plan
- Escape route assignments must also be identified
  - Usually established by location on a story or by department

#### **3. Procedures to be followed by employees who remain to operate critical plant operations before they evacuate**

- Some equipment left unattended can lead to increased dangers
- In some cases, employees are designated to temporarily remain behind to follow defined procedures to shut down dangerous equipment or take other measures to minimize the risks associated with leaving equipment running

#### **4. Accounting for all employees after evacuation:**

- Although no specific system is required, the EAP has to make sure that one is in place to ensure that all employees are accounted for

#### **5. Procedures to be followed by employees performing rescue and medical duties**

- These employees should receive special training and instruction
- These employees should recognize the importance of the time element in dealing with an emergency

**6. The names and job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan**

- Employees with questions need to be able to get answers
- The redundancy principal applies to the EAP
- Job titles allow for identification of resources following personnel changes

**Training and review of the EAP program**

- Training for employees designated to assist in a safe and orderly evacuation or other employees
  - Leaders are identified in advance
  - Leaders are given the skills to lead others to safety



- The EAP must be reviewed with each covered employee
  - When the plan is developed
  - When the employee's responsibilities under the plan change
  - When the plan is changed

**The written plan must be kept at the workplace and made available to employees**

- Employers with 10 or fewer employees may communicate the plan orally and they are not required to maintain a written plan



## **Fire Extinguishers**



- If portable fire extinguishers are provided, the employer must mount, locate, and identify them so workers can access them

## **Maintenance of fire extinguishers**

- Must be maintained in a fully charged and operational condition
- Must be kept in their designated places at all times except during use
- The employer must conduct an annual maintenance check

- The employer must record the annual maintenance date and retain this record for one year after the last entry or the life of the shell, whichever is less